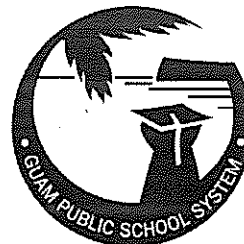




LUIS S.N. REYES
Superintendent of Education

**PERSONNEL SERVICES DIVISION
GUAM PUBLIC SCHOOL SYSTEM**

P.O. Box DE
Hagatna, Guam 96932
Tel: (671) 475-0495 thru 475-0498
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RAMON T. LIZAMA
Administrator

April 23, 2007

An Equal Opportunity Employer

**ANNOUNCEMENT
~CONTINUOUS~**

The Guam Public School System wishes to announce **OPEN COMPETITIVE** and **PROMOTIONAL EXAMINATION** for the following class of position to **ESTABLISH A LIST:**

OCCUPATIONAL THERAPIST I (8.322)

SALARY:

Pay Grade L

Open: Step 1-10, \$26,520.00-\$39,780.00 Per Annum

Prom: Step 1-20, \$26,520.00-\$56,114.00 Per Annum

DUTY:

Twelve (12) Months

BRIP:

35% Incentive Pay authorized. Subject to availability of funds.

NECESSARY SPECIAL QUALIFICATION:

Registered or eligibility for registration as an Occupational Therapist by the American Occupational Therapy Association.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a Bachelor's degree in occupational therapy.

NOTE:

Documents to verify training and experience that are required, must be submitted with the employment application form before evaluation can be made. Only training and experience supported by satisfactory documents will be credited.

PUBLIC LAW 24-329: Must be currently licensed by the Guam Board of Allied Health Examiners.

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional occupational therapy work.

Employees in this class perform routine professional occupational therapy duties independently after initial training and participate in the full range of complex professional duties under closer supervision.

ILLUSTRATIVE EXAMPLES OF WORK: *(Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed).* Conducts and participates in planning occupational therapy program to rehabilitate patients who are physically or mentally ill. Utilizes creative and manual arts, recreational, educational, and social activities, prevocational evaluations and training in every day activities, such as personal care and homemaking. Consults with other members of rehabilitation team to coordinate therapeutic activities for individual patients. Interprets patient reactions and evaluates present and potential activity for self-help, and recommends program changes to reach predetermined goals. Instructs patients, relatives and other personnel in techniques of treatment and activities necessary for continued care. Maintains patient records, including description of treatment and evaluation of progress and prepares reports as required. Participates in staff conferences, clinics, preparation of patient care plans, and in-service training. Maintains tools and equipment in good working condition. Requests for supplies and equipment according to established procedures. Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices, materials and equipment of occupational therapy.

Knowledge of anatomy and physiology.

Ability to apply principles of occupational therapy to work situations.

Ability to inspire confidence and motivate patients to carry out treatment.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to keep records and prepare reports.

WORK ELIGIBILITY INFORMATION:

Public Law 99-603 (8USU Section 1324A) requires the Government of Guam to verify the identity and work eligibility of all newly hired employees. All employees shall be required to provide proof of identity and work eligibility to work in the United States. The Government of Guam is required to comply with this law on a non-discriminatory basis.

If you are hired to fill a position with the Guam Public School System, Government of Guam, you will be required to present valid documents that will establish your identity and work eligibility in the United States and its territories. Any one or combinations of the following documents may be required.

- | | |
|---------------------------------|-----------------------------------|
| - Certified Birth Certificate | - Government of Guam I.D. Card |
| - U.S. Passport | - Original Social Security Card |
| - Naturalization Card | (not laminated) |
| - "Green Card" (For Immigrants) | - Other proof of work eligibility |

PRE-EMPLOYMENT TUBERCULOSIS TESTING:

All applicants accepting employment with the Guam Public School System are required to submit a Tuberculosis Work Clearance. Upon employment and annually thereafter, employee must submit a Tuberculosis Work Clearance as a condition of continued employment. Expenses for the Tuberculosis Testing must be paid for by the applicant.

PRE-EMPLOYMENT PHYSICAL/MEDICAL EXAMINATION:

All applicants accepting employment with the Guam Public School System must take and pass an entry physical/medical examination as a condition of continued employment. Expenses for the physical/medical examination must be paid for by the applicant.

DRUG SCREENING:

Pursuant to Executive Order No. 95-29 and the Guam Public School System Personnel Rules and Regulations, all applicants selected for appointment in the Guam Public School System, Government of Guam, will be required to undergo Drug Testing as a condition of employment. Expenses for the drug test must be paid for by the selected applicant.

POLICE & COURT CLEARANCES:

Pursuant to Executive Order No. 2005-34 and Public Law No. 28-24, all applicants selected for employment are required to submit Police and Court Clearances (Superior Court of Guam and U.S. District Court of Guam) before commencement of employment.

APPLICATION DEADLINE:

Applications will be accepted daily from 7:00 a.m. to 6:00 p.m., Monday through Friday, except holidays.

APPLICATION SUBMISSION:

Interested applicants must submit an "Application for Employment" form to the **GUAM PUBLIC SCHOOL SYSTEM, PERSONNEL SERVICES DIVISION**. Applications can be obtained at our office, located on the 1st floor of the Governor Manuel F.L. Guerrero Building in Hagatna or visit the **Guam Public School System's website at www.gdoe.net**

EXAMINATION REQUIREMENTS:

A Written test is not required. Applicants will be rated on a scale between 70.000 to 100.00 percent on the basis of their training, education and experience in relation to the requirements of the position.

FOR FURTHER INFORMATION:

Please call 475-0495 through 475-0498 or come by and visit our office.


RAMON T. LIZAMA, Administrator
Personnel Services Division